UC Irvine School of Education
Office of Student Affairs

Master of Arts in Teaching + Teacher Credential Application Checklist

The following is an overview of the documents needed for a complete application.

1. **The following documents are required for MAT Admission:**

☐ Complete Online Application with Personal History and Statement of Purpose.

- Personal History: Please follow prompt in the application
- Statement of Purpose: Please address the reasons behind your decision to become an educator and challenges you perceive as important to the field of education. In addition, reflect on your responsibility as an educator to improve the education of all students.

*1200-word limit per essay

☐ Transcripts – Applicants must upload unofficial transcripts for ALL institutions attended since high school. This includes institutions even if no degree was earned.

☐ Three Letters of Recommendations

- At least one letter must be from a previous college or university instructor who can speak about academic performance and potential for graduate-level study.
- Your referees may submit letters of recommendation electronically using the online application progress review system.
- The MAT admissions committee recommends requesting letters from individuals who can speak to (a) your academic potential, (b) your ability to work with children or youth, and (c) your fitness for the professional environment of teaching.
- More info: http://www.grad.uci.edu/admissions/applying-to-uci/letters-recommendation.html
- Letters are sent electronically via online application

☐ Submit a Certificate of Clearance issued by the CTC. It is recommended to complete the livescan and application early since processing times can vary.

- Application is a two-step process
  1. Applicants will need to get live scanned first using the 41-LS form at: http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf.
  2. Applicants will then need to apply for the Certificate of Clearance online.
- For more information, please visit: http://www.ctc.ca.gov/credentials/online-services/pdf/web-app-tips.pdf
- Certificate of Clearance pending applications or 41-LS forms will not be accepted.
- Applications with clerical errors or mistakes will significantly delay the process.
- Please submit the actual Certificate, email confirmation, or PDF screenshot taken

from the Commission's website. The Email confirmation and screen must include the **document number and issue date**.

- Upload PDF of your email confirmation or certificate to the supplemental documents upload in the Additional information Tab of the Online application. This document can also be uploaded as a post-submission document after an application is submitted.

- Please see examples below:

California Commission on Teacher Credentialing

By virtue of the authority vested in the Commission on Teacher Credentialing and in recognition of preparation for service in California Public schools

[redacted]

is hereby awarded the

Certificate of Clearance

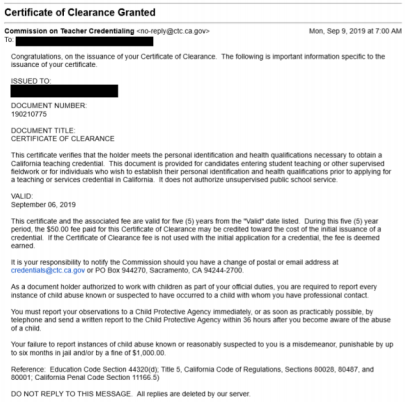
together with all the rights, privileges, and responsibilities appertaining thereto

valid: 09/06/2019 to 10/01/2024

Tine Sloan
Chair, Commission on Teacher Credentialing

Mary Vixie Sandy
Executive Director, Commission on Teacher Credentialing

This is not an official document. The official record of credentials, permits, and certificates is the Commission's website at www.ctc.ca.gov



Certificate of Clearance Granted

Commission on Teacher Credentialing <no-reply@ctc.ca.gov> Mon, Sep 9, 2019 at 7:00 AM
TO: [redacted]

Congratulations, on the issuance of your Certificate of Clearance. The following is important information specific to the issuance of your certificate:

ISSUED TO:
[redacted]

DOCUMENT NUMBER:
190210775

DOCUMENT TITLE:
CERTIFICATE OF CLEARANCE

This certificate verifies that the holder meets the personal identification and health qualifications necessary to obtain a California teaching credential. This document is provided for candidates entering student teaching or other supervised fieldwork or for individuals who wish to establish their personal identification and health qualifications prior to applying for a teaching or services credential in California. It does not authorize unsupervised public school service.

VALID:
September 06, 2019

This certificate and the associated fee are valid for five (5) years from the "Valid" date listed. During this five (5) year period, the $50.00 fee paid for this Certificate of Clearance may be credited toward the cost of the initial issuance of a credential. If the Certificate of Clearance fee is not used with the initial application for a credential, the fee is deemed earned.

It is your responsibility to notify the Commission should you have a change of postal or email address at credentials@ctc.ca.gov or PO Box 944270, Sacramento, CA 94244-2700.

As a document holder authorized to work with children as part of your official duties, you are required to report every instance of child abuse known or suspected to have occurred to a child with whom you have professional contact.

You must report your observations to a Child Protective Agency immediately, or as soon as practicably possible, by telephone and send a written report to the Child Protective Agency within 36 hours after you become aware of the abuse of a child.

Your failure to report instances of child abuse known or reasonably suspected to you is a misdemeanor, punishable by up to six months in jail and/or by a fine of $1,000.00.

Reference: Education Code Section 44320(d), Title 5, California Code of Regulations, Sections 80028, 80487, and 80001, California Penal Code Section 11166.5)

DO NOT REPLY TO THIS MESSAGE. All replies are deleted by our server.

☐ Subject Matter Requirement

Applicants must verify subject matter competence in one of the following ways:

- CSET passing score report in all required subtests for the credential type http://www.ctcexams.nesinc.com/PageView.aspx?f=GEN_Tests.html

  - *Applicants who are using the CSET to satisfy the subject matter requirement will be required to submit 1 passing subtest with their application. It is HIGHLY recommended to submit all subtest passing scores with your application*
  - *Passing score report (for all subtests in subject area) to be submitted by June 1, 2027*

- Official institutional verification of completed Subject Matter Preparation Program (SMPP). SMPP is completed at the undergraduate level at an approved institution. Verification letter needs to be signed by credential analyst

- Academic Major in subject they will teach.
  Table of acceptable degree majors

- Coursework: completion of course addressing each of the Commission-adopted subject matter domains for each subtest. Coursework can be used to pass any or all subtests. This option is different from the Subject Matter Waiver Program. Forms are available on our website.

- Combination of coursework and examination(s): completion of coursework and/or passing of the CSET subtests may meet or exceed the completion of the subject matter Requirement. For example, if your subject requires three subtests you could pass the exam for two subtests and use the coursework option to demonstrate proficiency for the third subtest.

Please upload subject matter documentation in the online application as a supplementary or post-submission document. Verify that all subtests score reports are uploaded.

2. Post Admissions Requirements (for admitted students only)

TB Test

- Negative TB test results (dated January 1st, 2027 or after)
  Please DO NOT upload TB Test to the SLATE online application
- The Student Affairs Office will email instructions on how to upload TB immunization records
- You will be contacted in mid-May with instructions to provide a negative TB test result dated on or after January 1st, 2027. Negative TB test results dated before January 1st, 2027 will not be accepted.
- There will be a $20 charge from the UCI Student Health Center to issue each incoming student a TB clearance letter. This is a requirement in order to student teach.

Official BA Degree posted Transcript

- Upon admissions, UC Irvine's Graduate Division will request for your official BA degree posted transcript. Instructions will be provided at the time of admissions.

UC Irvine School of Education
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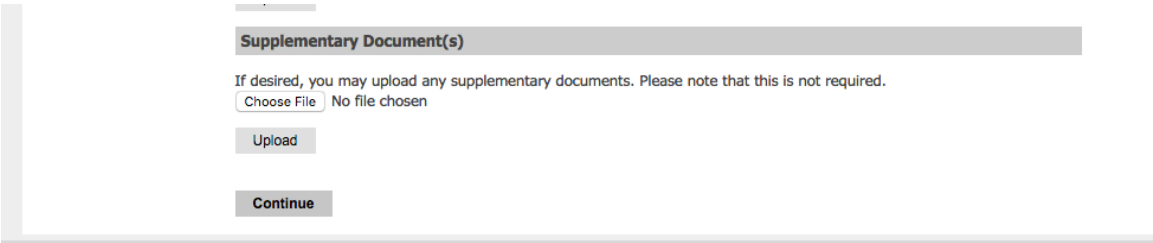
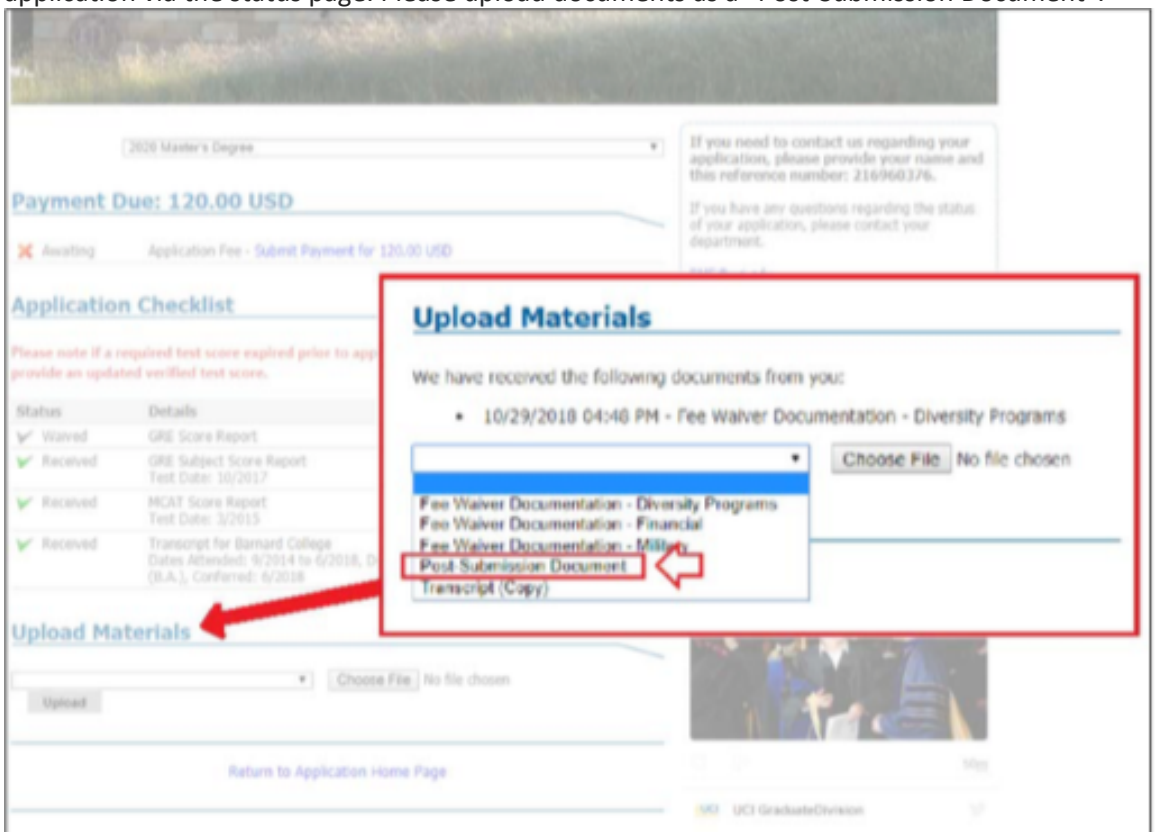
Where to upload documents:

Please upload all of your admissions' requirements as a PDF in the awaiting materials section of the Online Application.



Documents that are sent after your application is submitted, can still be submitted on your application via the status page. Please upload documents as a "Post-Submission Document".